

DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION
The Department of International Relations and Cooperation is an equal opportunity, affirmative action employer.

- APPLICATIONS** : Please e-mail your application to cdpfm@dirco.gov.za. Hand-delivered applications can be submitted to the OR Tambo Building, 460 Soutpansberg Road, Pretoria. Please quote the reference number or post name in the subject line of the e-mail in order to receive an acknowledgement.
- CLOSING DATE** : 18 June 2021. Applications received after the closing date will not be considered.
- NOTE** : Applications must be submitted on the new form Z83 (effective from 1 January 2021) (duly completed and hand signed) obtainable from any Public Service department or on the DIRCO website - www.dirco.gov.za. For other relevant information and how to apply, please visit the Department's website (www.dirco.gov.za) – home page under Employment Information. Applications should be accompanied by a comprehensive CV and certified copies (not older than 6 months) of qualifications and Identity Document. Received applications using the incorrect Z83 for employment will not be considered. Please forward your application to the e-mail address indicated in the advertisement, quoting the reference number or post name in the subject line in order to receive an acknowledgement. All appointments will be subject to a process of security clearance, reference checking and qualification verification. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available at the NSG under the name: Certificate for entry into SMS and the full details can be obtained by following the link below: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will have to complete a Financial Disclosure form annually, and also be required to undergo a security clearance. We thank all applicants for their interest. DIRCO reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

- POST 19/23** : **CHIEF DIRECTOR: PROPERTY & FACILITIES MANAGEMENT**
 Branch: Facilities & Asset Management
- SALARY** : R1 251 183 per annum (Level 14), (Total salary package). This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance contract.
- CENTRE REQUIREMENTS** : Pretoria
 Applicants must be in possession of an NQF level 7 in Property Management Infrastructure Project Management / Built environment professions or related field; 5 years' experience in Property and Facility Management or Infrastructure Project Management on Senior Management level. Competencies: Strategic Capability & Leadership, Financial Management, Good communication & Presentation skills, Change Management, People Management & Empowerment, Client Orientation & Customer Focus, Knowledge Management, Service Delivery Innovation, Knowledge & Understanding of the Foreign Service Act, Knowledge of Real Estate

Management, Knowledge & Understanding of relevant Public Service Legislation, Knowledge & Understanding of Facilities Management, Knowledge & Understanding of Property Management, In depth knowledge of an experience in Facilities Management, Lease Management, Project Management in Construction Context, PPP Projects, Understanding of International Agreements and outcomes of Major Global Developments Conferences, Understanding of International Relations, Understanding of International Politics, Understanding of Intergovernmental Relations and Co-operative Governance.

DUTIES

: Oversee the acquisition, development, management and disposal of immovable assets abroad in line with the Foreign Service Act; Manage the rental of office and residential accommodation abroad in line with relevant prescripts; Manage and oversee the relocation of facilities abroad; Provide facilities management services in compliance with the Occupational Health and Safety Act and contractual prescripts as well as manage departmental immovable assets; Manage Public Private Partnership Agreement in line with the PFMA and contract; Provide Leadership, Strategic and Policy direction in the Chief Directorate.

ENQUIRIES

: Mr J Matji Tel No: (012) 301 8764